



Infrastructure Services

GUIDE TO FARM BUILDINGS APPLICATIONS



**Town of Halton Hills
1 Halton Hills Drive
Halton Hills ON L7G 5G2**

General Inquiries: 905-873-2601 ext. 2923

**Website: <http://www.haltonhills.ca/inf>
Email Address: inf@haltonhills.ca**

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BUILDING PERMITS FOR FARM BUILDINGS IN THE TOWN OF HALTON HILLS

1.0 FARM BUILDINGS – GENERAL

This guide summarizes the list of requirements that must be fulfilled prior to the issuance of building permits for farm buildings. In addition, an attempt has been made to explain some of the special requirements necessary for the safety and health of humans in and around farm buildings.

The National Farm Building Code of Canada (NFBC) 1995, in conjunction with the Ontario Building Code (OBC) 1997, regulates the construction of farm buildings in Ontario. The construction, including extensions, renovations, and relocation, of a farm building greater in area than 10 square metres requires a building permit.

The OBC defines *farm buildings* as all or part of a building,

- a. that does not contain any areas used for residential occupancy,
- b. that is associated with and located on land devoted to the practice of farming, and
- c. that is used essentially for the housing of equipment or livestock or the production, storage or processing of agricultural and horticultural produce or feeds.

Accordingly, a building located on a farm that is used principally as a residence or that is used to retail farm produce is not considered a farm building. Likewise, a horse barn located within a racing compound and not on a farm is not considered a farm building. The NFBC 1995 does not apply to these buildings, but a building permit is still required for their construction.

The NFBC sets special requirements for farm buildings in matters affecting human health, fire safety and structural sufficiency to reflect the low human occupancy in such buildings, the typical isolation of farm buildings and the special nature of the occupancies involved. The OBC deems a building to be a *farm building of low human occupancy* if its occupant load is not more than one person per 40 square metres of floor area during normal use. For instance, some of the fire safety and structural requirements are less stringent than those for other buildings because of low occupant load.

Although earthen pits used for the storage of manure are not considered “buildings” and building permits are not required for their installation, prior approval must be obtained from the Ontario Ministry of Agriculture and Food (OMAF) before installation can proceed.

Town of Halton Hills Building Services’ staff are available to guide applicants through the building permit process. Please call 905 873 2601, ext. 2924 to schedule a pre-application meeting.

2.0 ZONING REQUIREMENTS FOR FARM BUILDINGS

Farm buildings like the majority of buildings in the Town of Halton Hills, are subject to one of two forms of land use control. Either the Town of Halton Hills Zoning By-law that governs the erection of buildings and the use of land, or the property is subject to the land use regulations of the Niagara Escarpment Commission (NEC), a provincial agency.

Contact the Town of Halton Hills Zoning Officer at 905-873-2601 ext. 2320 to determine whether the Town or NEC regulations apply to the property, and, if the property is subject to the Town’s Zoning By-law, the land use regulations that apply to the land and buildings. If a property is subject to NEC regulations, a building permit is still required from the Town of Halton Hills, once the approval of the NEC is obtained.

In addition to the land use regulations, the construction of a farm building may be subject to Other Applicable Law, as defined by the Ontario Building Code.

Many properties may be subject to the Fill and Construction Regulations of one of the three local Conservation Authorities: Conservation Halton, Credit Valley Conservation, or Grand River Conservation Authority. If the property is in a regulated area, proof of compliance with the regulations from the applicable conservation authority will be required, in order for the Town to issue a building permit.

Those agricultural properties containing livestock are also subject to the Nutrient Management Act (Ontario Reg. 267/03). If the Act is applicable to the livestock operation, proof of compliance with the Act will be required by the Town in order to issue a building permit.

Contacts:

Conservation Halton
2596 Britannia Road West R.R. #2
Milton, ON L9T 2X6
905-336-1158

Credit Valley Conservation Authority
1255 Old Derry Road
Mississauga, ON L5N 6R4
905-670-1615

Grand River Conservation
P.O. Box 729
Cambridge, ON N1R 5W6

519-621-2761
1-866-900-4722

Niagara Escarpment Commission
232 Guelph Street
Georgetown, ON L7G 4B1

905-877-5191

Ontario Ministry of Agriculture and Food,
Nutrient Management Information Line

1-866-242-4460

3.0 DESIGN REQUIREMENTS

Farm buildings use the same construction materials as other buildings, but they differ in design and construction practices. The reasons for this difference include special considerations for: enormous pressures in silos and grain bins, moisture problems in livestock and food storage buildings, fire risks associated with large quantities of highly combustible hay and straw, and the overriding necessity to keep construction costs low enough to allow our agricultural production to be competitive with production in other countries.

Farm buildings should be designed by individuals who are experienced in agricultural building design. The following are some of the factors that require special design consideration: the structural floor loads in farm buildings are generally very high because the floors support livestock, farm products, heavy machinery and equipment; the spans of roof trusses are significant due to functional requirements; barns with sides open or partially open, or with large door openings are especially susceptible to the effects of wind, etc.

In many instances, especially for larger or complex farm buildings under Part 4 of the OBC, such designers are required to be professional engineers who are licensed to practice in Ontario.

However, it is acceptable that other designers (including owners) may design certain types of farm buildings of low human occupancy if they are not more than two storeys in height and have a maximum building area of 600 square metres. These buildings may be designed using the prescriptive provisions in Part 9 of the OBC.

The NFBC specifies design criteria for the structural design of farm buildings. This information must be used in conjunction with the requirements of Part 4 or Part 9 of the OBC to prepare a complete structural design.

The following table is a general summary of the design requirements for farm buildings. It does not include all the situations that will require an Engineered Design. Town of Halton Hills Infrastructure Services' staff at 905-873-2601 ext. 2924 should be contacted for specifics.

Type of structure	Size	Engineer Design & Review
Farm Building	greater than 600 square metres	Required
	less than 600 square metres	May require critical components to be addressed by a Professional Engineer.
Roof Trusses	for all buildings	Required
Farm Building span (width)	if greater than 18.2 metres (59.54 feet)	Required
Farm Building height	if greater than 6 metres (19.6 feet)	Required
Liquid Manure Storage	all sizes	Required
Solid Manure Storage	surface area greater than 600 square metres or having a wall greater than 1 metre of exposed height	Required
	surface area 600 square metres or less, or having a wall with 1 metre or less of exposed height	May require critical components to be addressed by a Professional Engineer.
	roof width greater than 18.2 metres (59.45 feet)	Required
	building height greater than 6 metres (19.6 feet)	Required
Grain Bin concrete footings	Any size	Required
All pre-engineered farm buildings	Any size	Required

Design of the larger farm buildings must also address the fire safety requirements (fire and spatial separations, fuel storage tanks, electrical installation, exits) and health requirements (waste disposal, ventilation) of the OBC.

Safety of farm buildings must be of the utmost concern to owners, designers and contractors. It can be compromised for any of the following reasons:

- the absence of competent design
- the building was not erected according to design
- the building has been altered or added to, causing drastic changes in the snow distribution on the roof
- the building function was extended to uses beyond the original design
- the building has deteriorated due to lack of maintenance.

4.0 APPLICATION/BUILDING PERMIT ISSUANCE PROCESS

Every attempt has been made to provide a complete list of applicable documentation/information that must be part of the building permit application. Should any additional documentation, information and/or approvals be required during the processing of a specific application, the applicant will be notified accordingly.

The following items shall be provided/addressed at the time of application submission.

- The application form must be completed
- Building permit fees must be paid
- Design documentation must be submitted
- Other documentation (property owner's authorization, general review commitment certificate for the Professional Engineer, etc.)
- All applicable laws must be complied with

Application form: A standardized application form prescribed by the Ministry of Municipal Affairs and Housing needs to be completed. A copy of the application form is included in this Guide. Alternatively, an application form can be obtained from the Infrastructure Services counter at the Town of Halton Hills, or on the Ministry of Municipal Affairs and Housing website:

www.obc.mah.gov.on.ca/userfiles/HTML/nts_4_24327_1.html

Building Permit Fees:

Permit fees are calculated based on the following formula:

$$\text{Permit Fee} = \text{Service Index (SI)} \times \text{Floor Area}$$

The floor area means the total floor space of all storeys above grade measured as the horizontal area between the outer face of exterior walls and to the centre of demising walls. Floor area shall include mezzanines.

The Town has established two different Service Index Values (\$/M²): for a) pole barns and b) other farm buildings. For the current fee schedule please contact Building Services, or visit the Town's website.

The applicant for any building permit shall pay the full permit fee at the time of application. Any additional fees as determined through verification of building areas by Town staff are payable prior to the issuance of the permit.

Design Documentation (two copies of each document):

- Survey/plot plan (showing location of proposed farm building(s) with measurements to the lot lines and any other adjacent buildings/structures presently on the property, location of septic tank and tile bed, if applicable, and location of proposed and existing accesses to the property). A grading plan may also be required, depending on the possible impact on the adjacent residential properties.
- Architectural/Structural drawings (including foundation plan, floor plans, cross sections, elevations, roof plan/design)
- HVAC drawings, if applicable
- Plumbing drawings, if applicable
- Sewage System Design, if applicable
- Design details/notes

Development Charges: “Agricultural development” is generally exempt from charges pursuant to the Development Charges Act. However applicants should complete a Non-Residential Development Charges Form, which will be sent by Building Staff to the Town of Halton Hills, the Regional Municipality of Halton and the Halton District School Boards to ensure that the proposed construction meets the exemption criteria, as set out by the said authorities.

Contacts:

Town of Halton Hills 905-873-2601 ext. 2221

Regional Municipality of Halton 311, if you have a Halton phone number, or
1-866-442-5866 ext. 7290

Halton District School Boards 905-335-3663 ext. 3240

When all required documentation is submitted in support of a building permit application and all fees have been paid, the Chief Building Official is required to issue a permit within 15 to 20 working days, depending on the building size.

If, during the review process, it is determined that deficiencies exist that prevent the Chief Building Official from issuing a building permit, a letter indicating all deficiencies will be issued within the same timeframe. The applicant may address the deficiencies or choose to cancel the application.

5.0 FIELD INSPECTIONS

When the application review process is completed and the appropriate permit issued, the construction phase may begin.

While work is being done, the permit must be posted in a conspicuous location on site. The plans and/or specifications reviewed by Infrastructure Services must also be kept on site and available for review by a Building Inspector.

All work must be carried out in accordance with the reviewed building permit documentation.

Any proposed changes to the plans must be submitted to Infrastructure Services and approved prior to actual construction.

All mandatory inspections required for a farm building will be listed on the building permit card, which is given to the applicant at the time of the issuance of the building permit.

The person responsible for the construction project must schedule each inspection, allowing 48 hours advance notice, excluding weekends and statutory holidays.

If a building inspector determines that some work does not conform to the approved plans or the Ontario Building Code, he will advise the applicant through a written inspection report what is to be remedied.

When all work and the Town's inspections have been completed, the building permit will be closed.

An open building permit is an order against the property and may cause a problem to owners (when selling the property or during a re-financing process). A building permit may be revoked by the Chief Building Official should construction not commence within six months of the issuance of the building permit.

6.0 OTHER CONTACTS:

Town of Halton Hills – Planning, Development and Sustainability Department
(Committee of Adjustment, Re-Zoning Applications):
1 Halton Hills Drive
Halton Hills ON L7G 5G2
Manager of Development Review
Tel: 905-873-2601 ext. 2295

Regional Municipality of Halton - Engineering Department (Municipal Services)
1151 Bronte Road
Oakville ON L6M 3L1
Tel: 311, if you have a Halton phone number, or 1-866-442-5866

Region of Halton Health Department (for well approval)
1151 Bronte Road
Oakville ON L6M 3L1
Tel: 311, if you have a Halton phone number, or 1-866-442-5866 Ext. 7357

7.0 FURTHER INFORMATION

For further information, contact the Town of Halton Hills, Infrastructure Services at:

905-873-2601 or 1-877-712-2205:

INSPECTION HOTLINE (to book an inspection)	Ext. 77431
INSPECTION COORDINATOR (to book an inspection)	Ext. 2922
BUILDING PERMIT COORDINATOR (application process)	Ext. 2924
ZONING OFFICER	Ext. 2320
FAX NUMBER	905-873-3036
EMAIL	building@haltonhills.ca

This Guide may be found on the Town of Halton Hills website at:

www.haltonhills.ca

Application for a Permit to Construct or Demolish

This form is authorized under subsection 8(1.1) of the Building Code Act.

For use by Principal Authority	
Application number:	Permit number (if different):
Date received:	Roll number:

Application submitted to: TOWN OF HALTON HILLS
(Name of municipality, upper-tier municipality, board of health or conservation authority)

A. Project information			
Building number, street name		Unit number	Lot/con.
Municipality	Postal code	Plan number/other description	
Project value est. \$		Area of work (m ²)	
Applicant			
<input type="checkbox"/> <u>Owner</u> or <input type="checkbox"/> <u>Authorized agent of owner</u> <u>Applicant is:</u>			
Last name	First name	Corporation or partnership	
Street address		Unit number	Lot/con.
Municipality	Postal code	Province	E-mail
Telephone number ()	Fax ()	Cell number ()	
Owner (if different from applicant)			
Last name	First name	Corporation or partnership	
Street address		Unit number	Lot/con.
Municipality	Postal code	Province	E-mail
Telephone number ()	Fax ()	Cell number ()	
Builder (optional)			
Last name	First name	Corporation or partnership (if applicable)	
Street address		Unit number	Lot/con.
Municipality	Postal code	Province	E-mail
Telephone number ()	Fax ()	Cell number ()	
Purpose of application			
<input type="checkbox"/> New construction <input type="checkbox"/> Addition to an existing building <input type="checkbox"/> Alteration/repair <input type="checkbox"/> Demolition <input type="checkbox"/> Conditional Permit			
Proposed use of building		Current use of building	

Description of proposed work

Tarion Warranty Corporation (Ontario New Home Warranty Program)

- i. Is proposed construction for a new home as defined in the *Ontario New Home Warranties Plan Act*? Yes No
If no, go to section G.
- ii. Is registration required under the *Ontario New Home Warranties Plan Act*? Yes No
- iii. If yes to (ii) provide registration number(s): _____

Attachments

- i. Attach documents establishing compliance with applicable law as set out in Article 1.4.1.3. of Division A.
- ii. Attach Schedule 1 for each individual who reviews and takes responsibility for design activities.
- iii. Attach Schedule 2 where application is to construct on-site, install or repair a sewage system.
- iv. Attach types and quantities of plans and specifications for the proposed construction or demolition that are prescribed by the by-law, resolution, or regulation of the municipality, upper-tier municipality, board of health or conservation authority to which this application is made.

Declaration of applicant

I _____ certify that:
(print name)

1. The information contained in this application, attached schedules, attached plans and specifications, and other attached documentation is true to the best of my knowledge.
2. If the owner is a corporation or partnership, I have the authority to bind the corporation or partnership.

_____ Date

_____ Signature of applicant

Personal information contained in this form and schedules is collected under the authority of subsection 8(1.1) of the *Building Code Act, 1992*, and will be used in the administration and enforcement of the *Building Code Act, 1992*. Questions about the collection of personal information may be addressed to: a) the Chief Building Official of the municipality or upper-tier municipality to which this application is being made, or, b) the inspector having the powers and duties of a chief building official in relation to sewage systems or plumbing for an upper-tier municipality, board of health or conservation authority to whom this application is made, or, c) Director, Building and Development Branch, Ministry of Municipal Affairs and Housing 777 Bay St., 2nd Floor. Toronto, M5G 2E5 (416) 585-6666.

